

Relocation Agreement Clarification Letter

Date: [Insert Date]

[Employee Name]

[Employee Address]

[City, State, Zip Code]

Dear [Employee Name],

We would like to take this opportunity to clarify certain aspects of your relocation agreement to ensure that both parties have a clear understanding of the terms involved.

Relocation Benefits

As outlined in your relocation agreement dated [Insert Agreement Date], you are eligible for the following benefits:

- Reimbursement of moving expenses not exceeding [Insert Amount].
- Temporary housing for up to [Insert Duration].
- Assistance with home sale and purchase closing costs.

Responsibilities

It is important to note that you are responsible for obtaining quotes from licensed moving companies and submitting all receipts for reimbursement within [Insert Time Frame].

Important Deadlines

Please be reminded of the following key dates:

- Relocation start date: [Insert Date]
- Final submission of expenses: [Insert Date]

If you have any questions regarding this matter or if additional clarification is needed, please do not hesitate to reach out to [HR or relevant contact name] at [Contact Information].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Company Address]

[City, State, Zip Code]